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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3335.1H

Effective Date:
December 01, 2010
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[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Internal Placement of NASA Employees

Responsible Office: Office of Human Capital Management

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Preface

P.1. Purpose

a. NASA's Competitive Placement Plan

(1) This NPR provides the procedures and requirements of NASA's Competitive Placement Plan. This NPR shall be used in conjunction with the statutory and regulatory requirements referenced herein.

(2) Center's Human Resources Offices shall be consulted for further information and guidance.

(3) NASA's Competitive Placement Plan establishes minimum Agency procedures for filling positions, except positions in the Office of the Inspector General, with current or former Federal employees with competitive status at and below the General Schedule (GS)-15 level (including trades and labor positions) through competition and on the basis of merit. It also covers term employees with conversion eligibility as authorized in 5 U.S.C. § 9806 (the NASA Flexibility Act of 2004).

(4) Selections shall be made without regard to political, religious, or labor organization affiliation or nonaffiliation; marital status; race; color; sex; national origin; nondisqualifying disability; age; sexual orientation; gender identity; genetic information; or status as a parent.

(5) This plan does not guarantee promotion, but rather ensures that all qualified candidates receive fair and equitable opportunity for positions filled under these competitive procedures.

(6) Announcing a vacancy under this plan is only one method of locating applicants for a position. This method may also be used in conjunction with other methods (e.g., delegated examining, non-competitive appointing authorities). Subject to applicable laws and regulations, selection of an individual to fill a position is the decision of management, as is the decision regarding the method(s) to be used in identifying candidates.

b. The Upward Mobility Program

- (1) In addition to the Competitive Placement Plan and various training programs, a formal Upward Mobility Program shall be maintained.
- (2) Within budget and personnel ceiling limitations, upward mobility positions shall be established to offer specific career opportunities to lower-level employees (GS-9 and below or equivalent).
- (3) The Upward Mobility Program shall be used to enhance NASA's ability to meet its Model Equal Employment Opportunity (EEO) Agency goals and to help eliminate underrepresentation in targeted positions.
- (4) Selections shall be made without regard to political, religious, or labor organization affiliation or nonaffiliation; marital status; race; color; sex; national origin; nondisqualifying disability; age; sexual orientation; gender identity; genetic information; or status as a parent.

P.2. Applicability

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. Unless otherwise indicated, the word Center(s) in this NPR includes NASA Headquarters, and any reference to Center Director(s) includes the Executive Director, Headquarters Operations and the Executive Director of the NASA Shared Services Center.
- b. Negotiated collective bargaining agreements that contain procedures that differ from the provisions of this plan remain in effect until renegotiated, except where such agreements are specifically superseded by applicable laws or regulations.
- c. This NPR does not apply to the Office of the Inspector General.

P.3. Authority

- a. 5 U.S.C. § 3361, Promotion; competitive service; examination.
- b. 5 U.S.C. § 7101 et. al., The Civil Service Reform Act of 1978, as amended.
- c. 42 U.S.C. § 2000, The Civil Rights Act of 1964, as amended.
- d. Public Law 93-112, Rehabilitation Act of 1973, as amended.
- e. E.O. 11478, Equal Employment Opportunity in the Federal Government, August 12, 1969.
- f. 5 C.F.R. § 335, Promotion and Internal Placement.
- g. 5 C.F.R. § 536, Grade and Pay Retention.
- h. NPD 3000.1, Management of Human Resources.

P.4. Applicable Documents and Forms

- a. 5 U.S.C. § 9806, The NASA Flexibility Act of 2004, Term appointments.
- b. NPD 1000.3, The NASA Organization.
- c. NPD 1382.17, NASA Privacy Policy.
- d. NPR 1441.1, NASA Records Retention Schedules.
- e. NPR 3300.1, Appointment of Personnel To/From NASA.
- f. NPR 3319.1, Management of Senior Scientific and Technical (ST) and Other Senior Level (SL) Positions.

g. NPR 3792.1, Plan for a Drug-Free Workplace.

h. NM 3713-86, National Aeronautics and Space Administration Policy Statement on Equal Employment Opportunity - available at
http://nodis.hq.nasa.gov/policy_letters/NM_3713-86_.pdf.

i. NASA Staffing and Recruitment System (STARS) Applicant Guide - available on the NASA Jobs Web site at https://ifmpmsfc11.ifmp.nasa.gov/nasa/info/applicant_guide.html.

j. NASA Staffing and Recruitment System (STARS) Users Guide - available at <https://epss.nasa.gov/ucontent/de55c340be2a419280bfc60a28aa701a/index.pdf>.

P.5 Measurement/Verification

a. Program compliance with this NPR shall be evaluated through the following means:

(1) The Assistant Administrator for the Office of Human Capital Management (OHCM) shall conduct periodic on-site and program reviews to ensure program compliance within the OHCM's area of responsibility.

(2) The NASA Center's Human Resources Directors (HRDs) shall conduct periodic internal reviews to assess compliance with applicable statutory, regulatory, and NASA policies.

(3) Agency OHCM personnel and Center's Human Resources Offices shall maintain and safeguard all records and documents in accordance with applicable regulatory and policy guidance, including NPR 1441.1, NASA Records Retention Schedules.

P.6. Cancellation

NPR 3335.1G, Internal Placement of NASA Employees, dated July 18, 2005.

/S/

Woodrow Whitlow, Jr.
Associate Administrator for
Mission Support Directorate

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